

POSITION GUIDE
NONAPPROPRIATED FUNDS

JOB NUMBER
FLSA: EXEMPT

TITLE: Executive Housekeeper

PAY PLAN/SERIES/LEVEL - NF-1601-4

Major Duties:

Serves as Executive Housekeeper at a lodging property having in excess of 600 rooms. Plans, develops, and implements procedures, policies and programs to ensure timely, consistent, and effective management of housekeeping and laundry services, accuracy of accounting and inventory records, scheduling of staff, efficient personnel utilization and training, security of property and equipment, and compliance with safety and sanitation requirements. Sets quality standards consistent with the requirements of the Army Lodging Standards for Service, Operations and Facilities to ensure clean, orderly, and attractive appearance of all guestrooms, public areas, and back of the house areas of the hotel. Responsible for the effective management and supervision of employees to include development and utilization of appropriate training and incentive programs. Responsible for development and execution of department budget. Maintains daily communications with other departments. Deals effectively and objectively with subordinates, supervisory and management personnel, guests, union officials, contractors, and other outside contacts.

Supervises assigned staff.

QUALIFICATION REQUIREMENTS

Three years of related work experience of the type described above in the field of hotel management. This may be experience gained as an assistant executive housekeeper or housekeeping supervisor/lead.

Desired are those candidates who also possess at minimum; a two-year associates degree; or AHLA (American Hotel and Lodging Association) CHHE (Certified Hospitality Housekeeping Executive); or Penn State (or other education institution equivalent) Lodging certificate.

CONDITIONS OF EMPLOYMENT:

Completion of a satisfactory National Agency Check.
A National Agency Check is required.